

CONTRACT BIDDING DOCUMENTS

For

EXTERIOR DOOR REPLACEMENT AT AIKEN AND NORFELDT ELEMENTARY SCHOOLS

BID #6194F

PROJECT NUMBERS

AIKEN: 2010 – 0105

NORFELDT: 2010 - 1407



INFORMATION

EXTERIOR DOOR REPLACEMENT
AT
AIKEN ELEMENTARY SCHOOL
212 KING PHILIP DRIVE
AND
NORFELDT ELEMENTARY SCHOOL
34 BARKSDALE ROAD

ARCHITECT

JOSEPH A. BUCHEK
J A BUCHEK, AIA ARCHITECT LLC
8 BISHOP ROAD
WEST HARTFORD, CT 06119

PROJECT MANAGER

JOSEPH MERCIERI
CAPITAL PROJECTS MANAGER

ALL QUESTIONS TO

PURCHASING SERVICES
TAMMY BRADLEY
SENIOR BUYER

All questions must be submitted in writing and mailed to the Purchasing Office emailed to Tammyb@westhartford.org or faxed to 860-561-7492 at least seven calendar days prior to the date established for the opening of bids. Please do not call the Engineer/ Architect, Project Manager or Purchasing Office with questions.

00101

INSTRUCTIONS TO BIDDERS

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DIVISION 8 – DOORS, WINDOWS, GLASS

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PROJECT NARRATIVE

This project consist of the removal and replacement of exterior doors.

There are 12 doors units at Aiken and 24 units at Norfeldt.

Careful consideration is expected to repair/restore/replace surrounding surfaces as needed to complete the installation as intended as both buildings were constructed prior to 1978. Lead safe renovations procedures shall apply.

Contractors may bid on each or both as outlined on bid list.

The project estimates are:

Aiken \$15,000.00

Norfeldt \$30,000.00

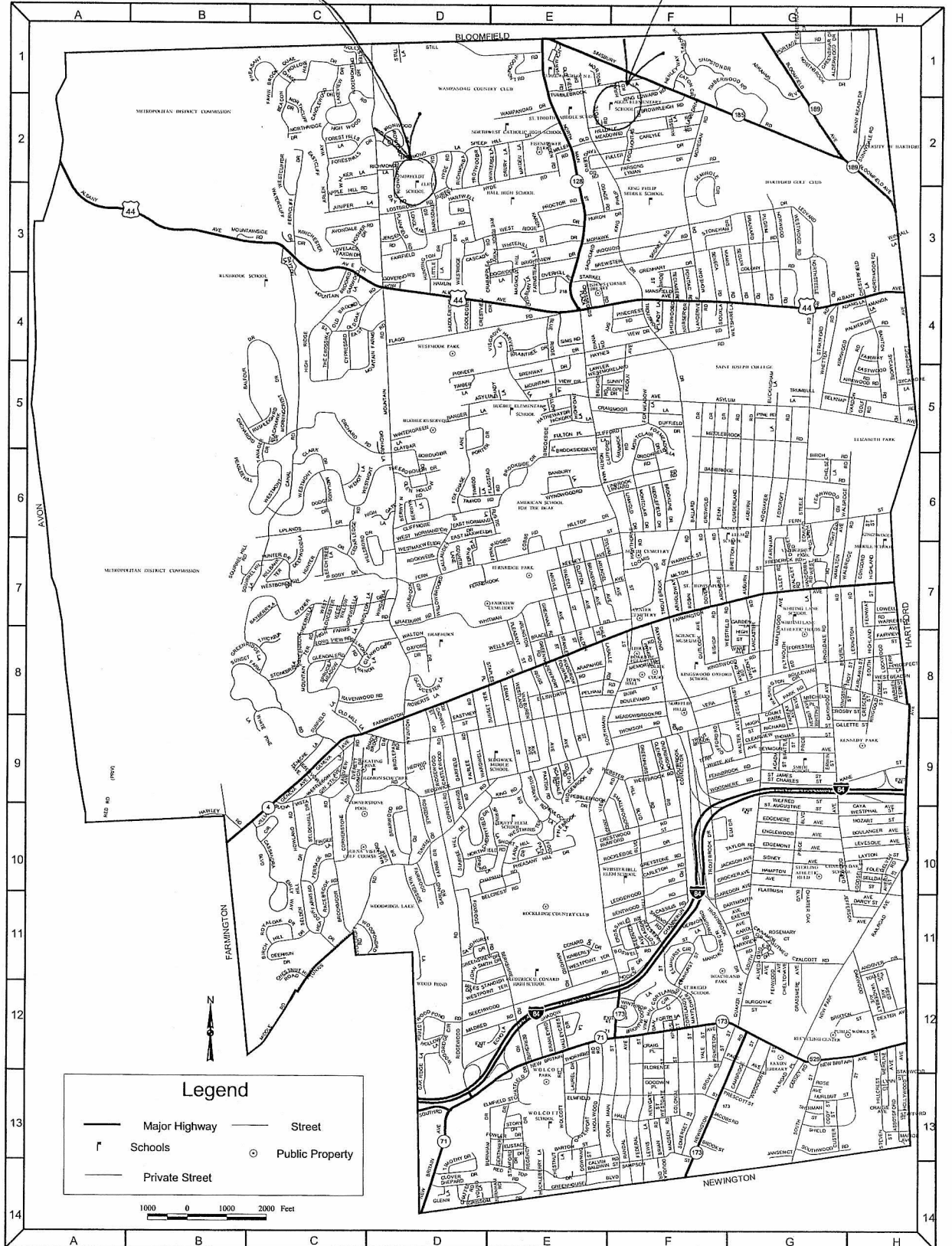
**LIST OF DRAWINGS
IN
SPECIFICATIONS**

AK-1	AIKEN KEY PLAN
NR-A	NORFELDT KEY PLAN
NR-B	NORFELDT KEY PLAN

NORFELDT

TOWN OF WEST HARTFORD STREET MAP

AIKEN



- L. Noise created as a result of or relating to an emergency.
- M. Noise generated by construction activity shall be exempted between the hours of 7:00 a.m. to one (1) hour after sundown, Monday through Saturday.
- N. Noise created by blasting other than that conducted in connection with construction activities shall be exempted, provided that the blasting is conducted between 8:00 a.m. and 5:00 p.m. local time at specified hours previously announced to the local public or provided that a permit for such blasting has been obtained from local authorities.
- O. Noise created by on-site recreational or sporting activity which is sanctioned by the state or local government, provided that noise discharged from exhausts is adequately muffled to prevent loud and/or explosive noises therefrom.
- P. Patriotic or public celebrations not extending longer than one (1) calendar day.
- Q. Noise created by aircraft.
- R. Noise created by products undergoing test, where one of the primary purposes of the test is the evaluation of product noise characteristics and where practical noise control measures have been taken.
- S. Noise generated by transmission facilities, distribution facilities and substations of public utilities providing electrical powers, telephone, cable television or other similar services and located on property which is not owned by the public utility and which may or may not be within utility easements.

§ 123-3. General compliance.

Nothing in any portion of this chapter shall in any manner be construed as authorizing or legalizing the creation or maintenance of a nuisance, and compliance of a source with this

**Town of West Hartford
Capital Projects
Work Rules**

General

Contractor, supervisory, and trades personnel will be required to be familiar with and adhere to the Project work rules. Failure to comply with these Work Rules may result in being banned from the project site.

All construction activities that are disruptive to school operations (due to noise, vibration, dust, odors, etc) shall occur outside regular school hours.

Foreman/Supervisory Personnel

1. Trade Foreman/Superintendent must be on the jobsite whenever their manpower is on site. This includes subcontractor personnel.
2. Have manpower available onsite to receive and unload your materials whenever deliveries are made. (If manpower is not available the delivery will be sent back.)
3. Keep all working drawings used in the field up to date with all changes.
4. Maintain complete files of Material Safety Data Sheets (MSDS) on the jobsite.
5. Keep all "as built" drawings up to date.
6. No entry to the building is allowed except to do tie ins. When entry is required each individual must sign in at main office and obtain a visitor's badge.

All Contractor Personnel

1. Job hours are 7:00 AM to 3:30 PM for first shift and 3:30 PM to 11:00 PM for second shift. Additional time may be subject to custodial overtime charges of approximately \$25.00 per hour.
2. No material deliveries or movement of construction vehicles among buses/students during student drop-off or pick-up times. 8:00-8:45 AM & 3:15-3:45 PM Monday, Tuesday, Thursday, Friday and 1:45 PM-2:15 PM on Wednesday.
3. No alcohol or controlled substances allowed on the school property.
4. No smoking within the building or on the school property.
5. No food is to be eaten in the building. All food related trash is to be removed from the site at the end of each day.
6. Clean up all work areas daily. Keep the job clean and debris free.
7. Coordinate your work with the work of other trades. Check preceding work prior to starting new work. Do not proceed unless preceding work is completely acceptable.
8. Protect your work at all times from damage.
9. Park in designated areas only. Keep parking areas accessible for emergency vehicles. Privately owned vehicles are not permitted in areas of construction.

Safety

1. A copy of the contractors safety program shall be present at job site.
2. All work activities are to be planned with Safety as the #1 priority.
3. The owner is to be notified immediately of all accidents, injuries and near misses, no matter how small.
4. A first aid kit large enough for their crew size is to be provided by the contractor.
5. A proper fire extinguisher supplied by the contractor shall be present at the work area.
6. All personnel in work areas will have, as a minimum, hard hats, safety glasses, work shoes, shirts with sleeves, and long pants. Hard hats have to have company and employees name.
7. No interruption of building services (e.g. power, water, fire alarm intercom, ventilation, heating, cooling, etc.) without prior coordination with owner.
8. No use of any tools, equipment or supplies, other than contractors supplied.

EPA Requirements

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children.

To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

EPA requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking an eight-hour training course from an EPA-approved training provider. Learn how to become an EPA certified firm and where to take a training course near you.

- Contractors must use lead-safe work practices and follow these three simple procedures:
 - Contain the work area.
 - Minimize dust.
 - Clean up thoroughly.

EPA Certified Firm

All lead hazard reduction work will be performed by a certified EPA firm and that uses certified renovators who are trained by EPA approved training providers to follow lead-safe work practices. All certifications and licenses shall be submitted to the Joe Mercieri Town of West Hartford.

Cleanup

Preliminary Cleanup: Will be done by wet sweeping the containment area and carefully removing polyethylene by folding the plastic upon itself to trap all dust. After the polyethylene covering is removed, the work area will be HEPA vacuumed and then washed with Ledizolv or other high sodium detergent and rinsed with clear water.

Final Cleanup: To give airborne lead-time to settle, the final cleanup should be scheduled to start no sooner than 24 hours after active involving lead painted surfaces has ceased. The entire area should be HEPA vacuumed again, washed with Ledizolv or other high sodium detergent, rinsed with clear water and HEPA vacuumed again.

Testing/Clearance Testing/Monitoring

After final cleaning as described above, a final visual inspection by the lead inspector shall be performed. If the inspection reveals no visible dust and all surfaces in the work area have dried, dust wipe sampling analysis may be done. Selection of location and of samples will be responsibility of the lead inspector, but will include samples for each room in which reduction work occurred. If the premises do not pass the visual inspection or the dust wipe sampling, clean-up procedures must be repeated at the Contractor's expense until all areas pass. This expense will also include the costs of additional dust wipe sampling.

The Town of West Hartford will pay the cost of the first clearance sampling. Any additional testing needed will be charged to the contractor.

The Contractor shall contact: David Cole of Fuss & O'Neill EnviroScience, LLC at 860-646-2469 Ext. 5563 to schedule testing.

The contractor will not receive final payment until after the premises have passed the clearance testing.

INVITATION TO BID

Sealed bids marked “**EXTERIOR DOOR REPLACEMENT AT AIKEN AND NORFELDT ELEMENTARY SCHOOL BID#6194F**” will be received at the office of the Purchasing Division, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut until **2:00 PM** on **May 11, 2011** at which time they will be publicly opened and read.

Drawings and Specifications for review will be available in the Purchasing Office, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut, 06107. Bid Forms, Drawings, and Specifications may be obtained at this location for a non-refundable deposit of **\$25.00**. Make deposit check payable to the Town of West Hartford. The Town does not mail drawings and specifications. The Contractor may arrange for delivery of the drawings and specifications by a third party at the Contractor's expense. Any questions concerning this request for bid shall be addressed to the Purchasing Agent at the address below.

A pre-bid conference will be held on **April 27, 2011** at **11:00 AM** at **Aiken Elementary School** at which time questions concerning the project will be answered. Prospective bidders are expected to attend the pre-bid meeting as this will be the only opportunity to verbalize questions relative to this project and view the job site with the Town's project team.

The Town of West Hartford has determined this project meets the criteria for participation in the State of Connecticut's Prequalification. The Contractor shall hold a current “**DAS Contractor Prequalification Certificate**” (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to C.G.S. § 4a-100. Bidders shall submit with their bids, unless noted otherwise, a “**DAS Contractor Prequalification Certificate**” along with a current “**Update (bid) Statement**”. Failure to submit these items with the bid will result in disqualification of the bidder per C.G.S. § 4a-100. If you have any questions regarding these requirements contact the State of CT, DAS, at telephone number 860-713-5280 or visit their web site at www.das.state.ct.us. In conjunction, contractor must complete and submit with their State Prequalification documents, the Town of West Hartford's Supplement, section 204-10 executed.

All Bidders must file with their bid a bid bond, certified or treasurer's check in the amount of 10% of the total of the base bid made payable to the Town of West Hartford.

Performance and Labor and Material Payment bonds in the amount of 100% of the contract price will be required of the successful bidder if the contract pursuant to this request for bids exceeds \$50,000.00.

No bid may be withdrawn for a period of ninety (90) days after the opening of bids without the approval and written consent of the Town of West Hartford.

The right is reserved to reject any and all bids, to waive any informality in the bidding and to make awards in any manner that is the most beneficial to the Town.

Bidders are encouraged to attend the town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the town's solicitation. BIDDERS WHO WOULD LIKE THE RESULTS OF THE BID BUT ARE UNABLE TO ATTEND THE BID OPENING MUST SUBMIT WITH THEIR BID A SELF ADDRESSED STAMPED ENVELOPE AND NOTE REQUESTING A COPY OF THE BID RESULTS. We will endeavor to forward the bid results within two weeks. BIDDERS CALLING THE PURCHASING OFFICE FOR BID RESULTS WILL BE REFERRED TO THE ABOVE PROCEDURE.

TOWN OF WEST HARTFORD
CHRIS JOHNSON
PURCHASING AGENT